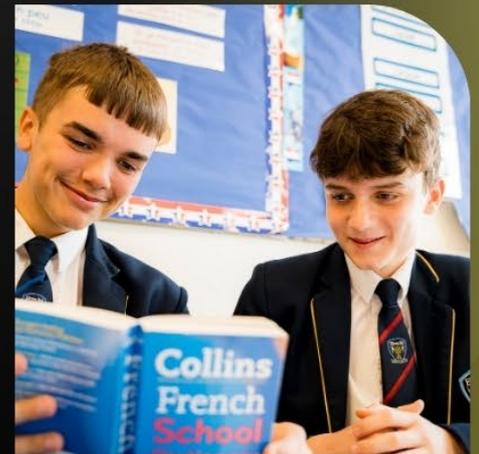


# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

## Job Description

<b>JOB TITLE:</b>	Finance Assistant
<b>DEPARTMENT:</b>	Administration
<b>GRADE:</b>	Grade 4/5
<b>REPORTING TO:</b>	Trust Finance Officer
<b>RESPONSIBLE FOR:</b>	None
<b>LIASING WITH:</b>	Teaching/support staff, outside agencies, and parents/carers.

## Main Purpose

To be based on site at a Trust school and provide financial support

## Main Duties

### Portfolio

To support the day to day financial and transactional processes by using the School's financial information systems in accordance with the practices and procedures of the school and Invictus Education Trust. Being aware of the Trust's Financial Procedures and the Academies Trust Handbook issued annually by the ESFA but not in any detail. This will ensure that the financial processes of the school meet the highest operational and compliance standards as required by legislation, the Education Skills and Funding Agency and best practice.

- To ensure the efficient, effective, accurate and timely recording of all financial transactions relating to school activities are maintained using the Trusts integrated financial information systems (such as PS Financials (PSF), Parent Pay).
- Uphold good governance and ethical behaviour, including good accounting practices in the finance function, and ensure the Trust upholds good accounting, reporting and internal controls systems, the requirements of accounting for public funds and operation as a Multi Academy Trust.
- Provide finance assistance to the Schools Finance Officer who is based at HQ and will visit on site.
- To assist other school staff members with regard to purchasing and invoicing goods for the School.



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

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### Values

- Respect
- Resilience
- Relationships

## Requisition, Ordering and Purchase of Goods for all budgets

The budget area will relate to the non-pay items for the school and the Finance Assistant will be required to:

- Maintain an internal process for order requests from budget holders which have been authorised before processing the order with confirmation that sufficient budget is available.
- Agree coding with Finance Officer to ensure payments out and income received is appropriately recorded against the correct activity.
- Process requisitions and orders; where PSF related, these need also entering on the PSF Purchasing system.
- Investigate any queries on purchase orders/invoices.
- Check goods received match order.
- New suppliers on PSF will be set up and controlled by the Central Finance Assistant at Trust HQ – therefore all requests need to feed through this route.
- Ensure invoices match goods supplied and have been duly checked and authorised by the budget holder, correctly coded and claiming VAT where indicated.
- Add invoices for payment onto the financial information system, PSF.
- If no order invoice then ensure authorisation is obtained prior to uploading and coding agreed by Finance Officer.
- For PSF payments, then the invoice needs pinning and order reconciling to invoices on system, where appropriate.
- File invoices and papers in a system agreed with the Finance Officer in order that these can be included in the BACS run data for Headteacher to authorise.
- The Finance Officer will agree a local system with the Finance Assistant which allows for paid copy invoices to be set to one side in relation to prepayment items for the next year.

## Credit Cards/Trade Account Expenditure

- Maintain a file of credit card and/or trade account expenditure invoices or credit notes and agree coding with the Finance Officer before entering onto PSF. Enter the credit card/trade account expenditure onto PSF in the Credit Card control a/c on a regular basis once invoices available. The invoices must be attached to the expenditure line recorded on PSF in a timely manner, in order to adhere to monthly reconciliation processes.

## Staff Expenses

- Maintain a file of staff expense claims and agree coding with the Finance Officer before entering onto PSF. Enter staff expenses onto PSF in the Staff Expenses control a/c on a regular basis once claim received. The expense claims must be attached to the expenditure line recorded on PSF in a timely manner, in order to adhere to monthly reconciliation processes.



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## Trips and Activities Recording

- The Finance Assistant must ensure that before setting up a new trip/activity on PSF that there is an authorised proforma from the Finance Officer and Headteacher.
- A blank proforma should be handed to the teacher for completion and passed to the Finance Officer for checking.
- The proforma will include details such as a:
  - Date of trip
  - Budget holder
  - Amount of expenditure expected
  - Include transaction fees parent pay
  - Agreed income per pupil
  - Ensure trip balances with some small contingency
  - Agree an Account code for the trip on PSF with Finance Officer to be approved by Finance Officer and authorised by the Headteacher
- It is the Finance Officers role to close school trips and activities on the PSF system once completed and to review why a trip or activity is overspent.
- Any budget holder requests for statements of income and expenditure in relation to the trips and activities must be made after consultation with the Finance Officer.
- You will be advised, along with the Student Support Officer, by the Finance Officer as and when the income collection from pupils/parents is behind schedule and if there is a need to contact parents/pupils to follow up the debt.

## Cash/Cheques Handling in School

Cash collected in school is now a small percentage of the School's income and will continue to reduce as we work towards being fully cashless. However, safe and consistent processes need to be adhered to. You will be required to:

- Issue receipts for any cash/cheque income received in school as necessary, and store safely in line with financial procedures until the Finance Officer visit into school to reconcile and bank the cash/cheques.
- If there are in school ad hoc activities occurring which involve collecting cash from pupils/staff/parents then the Finance Officer must be made aware of this and be on site to manage the process.
- Where there is a leisure centre on site at the school, then cash is to be collected from the leisure centres safe to be reconciled in preparation for banking. This task is completed under dual control with the assistance of the Finance Officer to ensure segregation of duties. Most Invictus schools use G4S as their cash collection service on a regular and routine basis.



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## **Other Finance General**

- To deal with the post and finance emails daily.
- Raising of Lettings invoices on an ad hoc basis under supervision of the Finance Officer.
- To photocopy any inventory/capital invoices of £5000 or more for the Finance Officer to record this on the Schools Fixed Asset Register for year-end update.
- To assist with the Year End processes and preparation of the Annual Audited Accounts. Instructions as issued annually by HQ before the financial year end of 31 August.
- To attend on behalf of the School the Invictus Finance Team meetings.
- Maintain adequate records as directed for audit and compliance requirements.
- Endorse the use of the ESFA's anti-fraud indicator checklist flagging up to Senior Management if there are any incidences of fraudulent behaviour in school.
- Be aware of the Trusts Financial Procedures and an overview of the contents in respect of purchasing.

## **Other Professional Requirements**

- Attend professional meetings as required.
- Be responsible for personal professional development and to keep up to date with initiatives that impact on the school.
- Actively engage in the performance management process.
- Take part in the school's staff development programme.
- Work as a part of a team and positively contribute to effective working relationships.
- Take part in school events within established guidelines.

## **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.



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## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

### **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	5 x GCSE standard of education including Maths and English at level 4 or above.	AAT Level 2 (Association of Accounting Technicians) or equivalent qualification in Administration/Finance/Business.
<b>EXPERIENCE</b>	Previous experience of working within a finance environment, preferably education.	
<b>SKILLS AND KNOWLEDGE</b>	<p>General understanding of Academy policies and procedures relating to finance</p> <p>Excellent numeracy and literacy skills.</p> <p>Working knowledge of Microsoft Office including Excel, Word, Power Point, Outlook.</p> <p>An awareness of commercial financial information systems and their use.</p>	
<b>PERSONAL QUALITIES</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the Trust.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>A strong work ethic Commitment to endorsing a positive working environment for all.</p>	
<b>FLEXIBILITY</b>	To work flexibly to meet the needs of the school and the wider Trust.	

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